



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 4-12-17	<u>Interviewer:</u> Mohammed Cato	<b>RFA #17 – 34</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff ☐    Student x  
 Concern Regarding:    Male ☐ Female x    Administrator ☐    Faculty x    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
4/12/17	[REDACTED] stops by EO Office and would like to schedule an appt	
4/17/17	[REDACTED] meets with MC	[REDACTED] is a DRS student and is enrolled in the class: [REDACTED] in [REDACTED] and [REDACTED] taught by [REDACTED]. [REDACTED] says that she has reasonable accommodations that include extra time for her exams. [REDACTED] alleges that [REDACTED] has told her that if she takes the exam on the same day as everyone else; she will receive the same exam but if she takes it on Friday; she will take a different exam that is more difficult. She would have to miss two of her other classes to take the exam on Thursday but the two other classes require her attendance. [REDACTED] feels as if she is being penalized unfairly. MC explains the Discrimination Complaint Procedure to [REDACTED] including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] would like some time to think before deciding whether or not she wants to proceed.

4/17/17	█████ forwards an email exchange between her and █████	The email gives █████ permission to discuss █████ disabilities with MC.
4/20/17	MC calls █████ and leaves a voicemail to see if she has made a decision	█████ does not respond
4/25/17	█████ leaves MC a voicemail	█████ says that she has decided to take the exam on 4-27-17 but that she will contact MC if she has any further concerns. She thanks MC for his assistance.